

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #13-95**

OPENING DATE: 31 Jul 13 **CLOSING DATE:** 14 Aug 13 **AGENCY:** 5704 **PIN:** 0053

POSITION: CONSTRUCTION PROJECT OFFICER

STARTING SALARY: \$34,329.70

LOCATION OF POSITION: MS Military Department, Facilities Management Directorate, 1410 Riverside Dr.,
Jackson, MS 39202

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: JFH-MS-C-HR, Post Office Box 5027,
Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.

APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.

***SPECIAL CONDITION:** MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

MINIMUM QUALIFICATIONS:

Bachelor's Degree from an accredited four-year college or university in Engineering, Engineering Technology, Architectural Technology or related field,

OR;

Associate's Degree in Pre-Engineering, Engineering Technology, Drafting and Design Technology, Architectural Technology or related field and two (2) years related experience,

OR;

High school education or GED and four (4) years related experience.

PROOF OF EDUCATION (ABOVE HIGH SCHOOL) WITH COPY OF TRANSCRIPT OR DIPLOMA MUST BE SUBMITTED WITH APPLICATION.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Writes A&E selection criteria for the selection committee and produces A&E fee estimates. Determines professional capabilities of A&E firm as a participant in the selection process. Negotiates with selected A&E on contract fee amount and coordinates with contract manager. Conducts pre-design conference.
2. Responsible for the compilation and analysis of cost estimates. Analyzes bid tabulation. Keeps record of budgeted amount not to exceed industry standards in change proposals. Responsible for the review and approval of all pay requests for accuracy, both design and construction.
3. Performs technical review of design submittal and prepares review comments. During design, reviews compliance with OSHA, ADA, NEPA, State and Federal regulations, building codes and Army Energy Conservation program.
4. Responsible for successfully awarding projects within time constraints and funds available. Conducts pre-construction conference.
5. Investigates the validity of need for change proposal and develops government cost estimates.
6. Mediates disputes and/or conflicts between facility users, A&E, contractors, and local government officials.
7. Maintains and monitors construction warranty for one year after project completion and acceptance.

AREA OF CONSIDERATION: OPEN COMPETITIVE

SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 12/94)**, **MS MILITARY DEPT. ADDENDUM #1** (AGO Form 82-2R, dated 1 May 93) and **MS MILITARY DEPT. ADDENDUM #2** (AGO Form 82-3R, dated 1 Mar 94). Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums.

ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION